



SNOW HILL POLICE DEPARTMENT

PERSONNEL DIRECTIVE



Americans with Disabilities Act Compliance

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.01 Purpose

To establish procedures to ensure that the SHPD complies with the Americans with Disabilities Act (ADA).

.02 Policy

The SHPD will comply with all provisions of the ADA and prohibits discrimination against any qualified individual with a disability in any term, condition or privilege of employment, or access to public services, programs or activities within the SHPD.

.03 Definitions

REASONABLE ACCOMMODATION: (1) modifications or adjustments to a job application process that enables a qualified applicant with a disability to be considered for the position; (2) modifications, adjustments, or changes to a job or work environment or to the manner or circumstances under which the position held or desired is customarily performed, that enable a qualified individual with a disability to perform the essential functions of that position; or (3) modifications or adjustments that enable an employee with a disability to enjoy equal benefits and privileges of employment as are enjoyed by other similarly situated employees.

.04 References

[42 U.S.C. § 12101](#), AMERICANS WITH DISABILITIES ACT OF

1990. [MD. CODE ANN., STATE GOVT. §20-602](#).

[EXECUTIVE ORDER 01.01.2007.16](#), CODE OF FAIR EMPLOYMENT PRACTICES.

.05 Procedures

A. Reporting Procedures

1. Employees and supervisors will immediately report all ADA-related issues or concerns to the Chief or ADA Coordinator, Town of Snow Hill Human Resources.
2. Employees requesting a reasonable accommodation should submit a State of Maryland Reasonable Accommodation Request Form with medical certification confirming the existence of a qualifying disability, to the Chief or ADA Coordinator, Town of Snow Hill Human Resources Department, for appropriate action.
3. When an employee submits a request for reasonable accommodation to the ADA Coordinator, the employee will submit medical certification confirming the existence of a qualifying disability as well as a need for accommodation.

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4. Employees claiming harassment or discrimination on the basis of a disability should also complete a Form 51, Discrimination-Harassment Incident Report, and submit it to the Chief or ADA Coordinator, Town of Snow Hill Human Resources.
5. Upon receipt of the request, the Chief or ADA Coordinator, Town of Snow Hill Human Resources personnel, will take the necessary action to facilitate a resolution.
6. Requests for reasonable accommodation which cannot be resolved by the ADA Coordinator within 30 days of the receipt of the appropriate documentation will be presented confidentially to the Town Manager; all efforts will be made to protect the privacy of the individual making the request.
7. Upon completion of review by a certified medical practitioner, the Director of Human Resources will issue a written decision, approving or denying the request, to the individual who initiated the request.
8. An employee whose request is denied may file an Equal Employment Opportunity Complaint directly with the Equal Employment Opportunity Commission.

Approved:

Thomas G. Davis
Chief

02/21/2017